

**Office Associate**

**MMBH240070**

Mildred Mitchell-Bateman Hospital

Cabell County

**\$28,800 - \$48,000**

**General Description:**

This position serves as the clerical support for the Staff Development department. Responsibilities for this position include managing manual and electronic records for training compliance for all staff members of the Hospital in compliance with all regulatory agency requirements. This person in this position is responsible for sending monthly reminders of classes and upcoming training sessions, which involves communicating with managers and leadership of the hospital. Preparation of documents for use during training sessions and new employee orientation is a part of the duties assigned to the position, along with tracking all new policy distribution throughout the hospital.

This is a tobacco free facility. Chosen applicants must successfully complete a chemical urinalysis and breath analysis drug screening test. All employees shall be subject to drug testing for probable cause as set forth in Agency and Bureau policies. Candidates must successfully pass a background screening.

**Position Number:** 0512P02151

**Minimum Qualifications:**

**Education:** High school diploma or the equivalent.

**Benefits Include:**

- Paid vacation, holidays, and sick/family sick leave
- Health, dental, vision, retiree health, basic life, and supplemental life insurance
- Employee wellness clinic
- Flex benefits
- Deferred compensation and retirement

The West Virginia Department Of Health Facilities is an Equal Opportunity employer. This position announcement is established as of January 16, 2024, and will remain open until January 23, 2024. Submit a paper application or detailed resume and any correspondence concerning this vacancy to: [OHRMOSAClassComp@wv.gov](mailto:OHRMOSAClassComp@wv.gov). Please put MMBH240071 in the subject line of your email.

**Note:** Due to recent legislation, positions filled for the Department of Health Facilities and Bureau for Social Services beginning January 1, 2024, are no longer covered by the West Virginia Division of Personnel. These positions are now covered under the Office of Shared Administration Comprehensive Human Resources System.